Time Conversions

February 13, 2007

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Agenda

Introductions

Purpose

Logistics

Leave Balances

Aged Leave Balances (Adverse Weather/Comp Time)

Limited Leave Balances (Military/FMLA/FIL/VSL)

Work Schedules

Conversion Process Overview

Other

State of North Carolina
Office of the State Controller

The purpose of the meeting is to discuss the conversion process for Time relevant data and to address Agency-specific concerns about gathering data.

State of North Carolina
Office of the State Controller

Leave Balances

- What should be included in the balances

- Formats

- Conversion of hours and minutes to decimals

- Negative (overdrawn) leave

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Aged Balances:

- Comp Time / Holiday Comp Time
- Adverse Weather

Limited Leave Balances:

- Military
- FML/FIL
- Voluntary Shared Leave

What are Work Schedules?

- Represents when an employee is normally scheduled to work
- Identifies scheduled working days and scheduled non-working days
- Essential for Time Processing in SAP
- Is a component of an employee's Planned Working Time (Infotype 0007), along with weekly working hours and working period
- Basis for the calculation of Comp Time, Overtime, Holidays and Leave
- Incorporates a holiday calendar to identify scheduled holidays
- Work Schedule changes must go through HR
- Work hours can be entered any day, regardless of the schedule.

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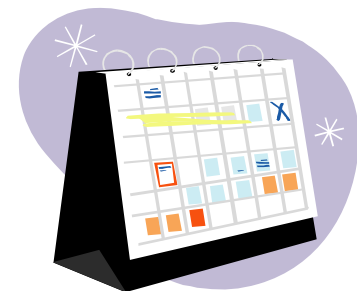
Work Schedule Details

- Fixed Schedule

    An employee works a repetitive and predictable schedule from week to week and changes to this schedule are not anticipated.

- Rotating Schedules

    An employee's work schedule is a repeating pattern that exceeds a 7 day period, but follows increments of a week's time. For example, 2, 3, and 4 week schedules. Employees with rotating schedules can use 'reference dates' to identify which week of the schedule they will be in at the point of go-live.

- Flex Schedule

    An employee's schedule is not predictable from week to week or has a unique day for the employee (such as 4 hour day or an off day in a 4x10 schedule) and does not follow a repeatable pattern.

- Shift Designations (Day, Evening, Night)

    Designated evening and night shifts are eligible for premiums. If the position is also eligible for premiums, then the premium is paid.

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Fixed vs. Flex schedule

	Fixed	Scheduled Flex	Complete Flex
Expected Daily Hours	Determined by the hours set for each day during the work schedule. *An employee working 8x5 will be expected to report 8 hours/day Monday-Friday. Hours can also be reported on the weekend.*	Determined by the most hours expected any day during the work period. *An employee working 4 nine hour days and one unpredictable 4 hour day Monday – Friday will be able to enter up to 9 hours for each day Monday – Friday and the system will also accept 4 hours on the unpredictable short day. No hours are expected on Saturday or Sunday.*	None, with the caveat that 40 hours must be achieved for the week.
Maximum amount of leave reportable each day	Determined by the hours set for each workday of the work schedule. *An employee working 8x5 will only be allowed to take 8 hours of leave for each work day. Leave will not be accepted on non-scheduled work days.*	Determined by the most hours expected on any scheduled work day during the work period. *An employee working 4 nine hour days and one unpredictable 4 hour day Monday – Friday will be able to report up to 9 hours of leave each day Monday – Friday. If weekends are designated as non-working days, then leave will not be accepted on weekends.*	The complete flex schedule does not limit the amount of leave that can be reported on a given day. The only limit available is the 24 hour limit on the amount of hours in a day. *An employee on a complete flex schedule can conceivably enter 23 hours of leave.*
Maximum amount of holiday time for a given day	8 hours	8 hours *An additional hour of leave would need to be reported for an employee scheduled for a nine hour day on the designated holiday.*	8 hours

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Conversion Process (Agency Side)

Excel file (.xls)

	A	B	C	D	E	F	G	H
1	Source Type (Code)	SSN	Infotype	Work Schedule Rule	Begin date	End date	Part-time	Working Period
2	41	222222222	0007	D01N08GN	23012007	31129999		03
3	41	333333333	0007	E15N04GN	23012007	31129999	x	03
4	41	111111111	0007	R12W1202	23012007	31129999		22
5								

Host on Demand – Secure FTP Server

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41	222222222	0007	D01N08GN	23012007	31129999		03
41	333333333	0007	E15N04GN	23012007	31129999	x	03
41	111111111	0007	R12W1202	23012007	31129999		22

RACF userID & password

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Conversion Process (BEACON Side)

Host on Demand – Secure FTP Server
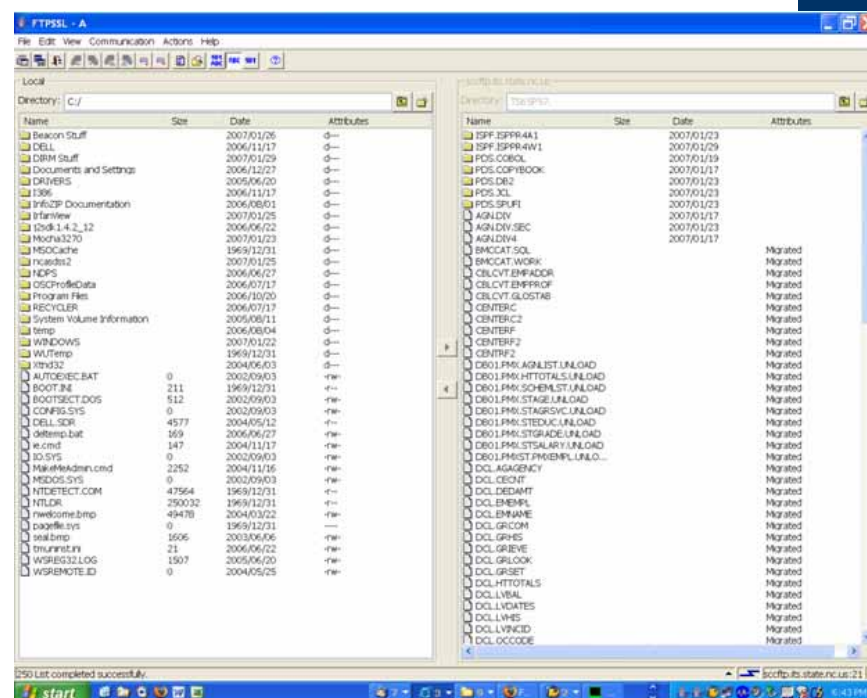
SAP PRD system

Infotypes

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	2007												2008			
	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April

Functional
- Design and Build System
- System Testing (Integration Test 1, 2 &3)
- Payroll Comparison & User Acceptance Testing
- Cut-Over (1)
- Post Go-Live Support
- Cut-Over (2)

Business Intelligence
- Data Cleansing and Validation
- System Testing (Integration Test 1, 2 &3)
- Load Data (1)
- Develop and Test Custom & BI Reports
- Integration Testing
- Develop Custom Reports not Required for Go-Live

Technical
- Install QAS Systems
- Install Production and Training Systems
- Disaster Recovery and Stress Testing
- Develop & Test Cut-over Plan
- Post Go-Live Support

Change and Communications
- Assess Impact on Jobs
- Assess Impact on State Org.
- Map Roles to Agency Jobs
- Update/Create Job Descriptions
- Workforce Transition Strategy & Planning
- Communication
- Develop Training Courseware
- Training Pilot – Train the Trainer
- Training – Group 1
- Training Strategies &Plans
- Exercises & Data Load
- Go-Live Support
- Training – Group 2

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